



Instructions for completing the CEC-24 form

Important: This form must be completed using Adobe Acrobat version 11 or above. To determine the version installed on your computer, go to the help menu and select the “About Adobe..” item.

The latest version of acrobat products can be downloaded at: <https://acrobat.adobe.com/us/en/acrobat.html>.

The CEC-24 has fields allowing for the input of 41 sets of utility account information per file. Additional files can be used if necessary to input information for all sites under the jurisdiction of the Local Educational Agency (LEA). If an LEA has one utility for electricity and a different one for natural gas, the LEA must submit a separate CEC-24 form for *each* utility.

The diagram illustrates the CEC-24 form with several callouts explaining its features:

- Multiple file selection buttons:** This is not needed unless the LEA has more than 41 utility accounts.
- Data copy checkbox:** This box copies all non-utility data from the previous line¹.
- Select your utility from the pull down menu:** A dropdown menu labeled "Please Select Your Utility".
- Multiple file identification boxes:** These are used to track submissions requiring multiple files.

The fields required for each service account are detailed below:

The diagram shows the fields required for each service account with the following callouts:

- The site name and CDS number:** Should match the information on the CDE internet page listed at the top of this form.
- Electricity service account number for this site:** Points to the "Electric Service Acct #" field.
- Natural gas service account number for this site:** Points to the "Natural Gas Service Acct #" field.
- Service location information:** Should match what is on your utility bill. Points to the "School/Facility Name", "Service Address", "City", and "ZIP+4" fields.
- Contact telephone number:** This should be the direct line for the person completing the form. Points to the "Contact Phone" field.

Once the form is complete, it must be saved in Acrobat (not scanned) and submitted two ways:

- 1) To the Energy Commission as supporting documentation for your Energy Expenditure Plan, **and**
- 2) To your utility's designated recipient. A list of these recipients can be found at: http://energy.ca.gov/efficiency/proposition39/listing_utility_recipients.html. If your utility is not on this list, please contact your account representative for guidance.

Please refer to the Guidelines and Energy Expenditure Plan Handbook documents if you have any further questions. The latest version of these documents can be found at:

<http://energy.ca.gov/efficiency/proposition39/>.

¹ This must be unchecked in order to be able to edit the non-utility information



**LIST OF EVERY ELECTRIC AND GAS ACCOUNT FOR ALL
SCHOOLS AND FACILITIES UNDER A CUSTOMER'S JURISDICTION**

As a condition of receiving Proposition 39 (K-12) funds, the Local Educational Agency (LEA) must identify the following information for ALL schools and facilities under their jurisdiction. Incomplete and/or inaccurate submission of the information required in this form may result in a delay of approval.

A list of the required facilities can be obtained by entering the first seven digits of your CDS code into the "CDS Code" field and selecting the "Search" button on the page found at: <http://www.cde.ca.gov/re/sd/>
The ZIP+4 number for any address can be found at: https://tools.usps.com/go/ZipLookupAction_input

This form is for the following utility:

Does the LEA have more than 41 accounts from a single utility(i.e. PG&E)?	No
	Yes

School/Facility Name	CDS Number	Electric Service Acct #	Natural Gas Service Acct #
Service Address	City	ZIP+4	Contact Phone
School/Facility Name	CDS Number	Electric Service Acct #	Natural Gas Service Acct #
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